

## **OCCUPATIONAL GROUP: Health Services**

### **CLASS FAMILY: Nutrition**

#### **CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease.**

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#### **CLASS TITLE: Nutrition Support Technician**

##### **DISTINGUISHING CHARACTERISTICS:**

These positions implement the delivery of a quality breastfeeding support, promotion, and education program. They use specialized knowledge and clinical expertise in lactation and breastfeeding support to women in the WIC program. These positions assist women in making an informed decision on feeding their infants. These positions will also teach group basic nutrition education classes to WIC participants. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Provides counseling to mothers and families.
- Instruct new mothers on technique of breastfeeding.
- Records pertinent client information and maintains clients records.
- Reports to and receives instructions from professional staff or physician.
- Visit client at home to administer care.
- Teach group basic nutrition education classes to WIC participants.

##### **KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of normal anatomy and physiology of human breast and physiology of human lactation.
- Knowledge of sanitation and personal hygiene.
- Knowledge of the social and economic conditions in the assigned geographic area.
- Ability to learn the procedures, rules, and methods of the area of work where assigned.
- Ability to report and record pertinent facts accurately.
- Ability to learn to promote services and encourage client participation.
- Ability to work with people.
- Ability to carry out written and oral instruction.
- Ability to accept and utilize supervision.
- Ability to read, write, and perform basic arithmetic.
- Skills in latching technique.
- Skills in counseling,
- Ability to exercise discretion and confidentiality.

**MINIMUM QUALIFICATIONS:**

**Education:** Must be able to pass a written test at the eighth grade level.

**Experience:** N/A

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** None

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**CLASS TITLE: Nutritionist 1****DISTINGUISHING CHARACTERISTICS:**

These positions perform beginning level professional work in providing nutritional assessment, education and counseling to individuals and groups. They serve as a resource on nutrition and dietetics to health care professionals. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Evaluates and certifies the eligibility of applicants for participation in the Women, Infants and Children Program.
- Assesses and documents nutritional risk status of participants.
- Counsels participants concerning diet and food selections.
- Recommends a WIC food package tailored to the participant's needs.
- Prepares and presents nutrition classes to WIC participants, as well as other interested groups.
- Refers WIC participants to appropriate health and social agencies for additional assistance.
- Serves as a resource on nutrition and dietetics to the staff of local health departments, local health care facilities, community health and human service agencies.
- Distributes current nutrition promotional/educational materials.
- Attends in-service training, meetings, seminars and workshops pertaining to current practices in the field of nutrition.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of dietetics and nutrition, as related to public health and individual and family food needs.
- Knowledge of the organization of community health services, food services, food assistance and nutrition education resources.
- Knowledge of developments in the field of public health as related to nutrition.
- Skill in interviewing participants, assessing their nutritional status and counseling them concerning nutrition.
- Skill in conducting group nutrition education sessions.

- Ability to establish and maintain effective working relationships with professional and lay groups concerning the development of nutrition programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to create and develop educational and instructional materials effectively.
- Ability to oversee the operation of a hospital dietary unit.
- Ability to assess and evaluate nutritional requirements according to standard protocols of care.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor Degree with at least 12 hours in nutrition from a regionally accredited college or university.

**Experience:** None

**Education & Experience Substitution:** None

**Certificates, Licenses, Registrations:** None

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#### **CLASS TITLE: Nutritionist 2**

#### **DISTINGUISHING CHARACTERISTICS:**

**These individuals perform full performance level work in providing nutritional assessment, education and counseling to individuals and groups. They serve as a resource on nutrition and dietetics to health care professionals. Performance at this level requires greater technical skills, work involving planning and organizational skills and the use of more independent judgment. Perform related work as required.**

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Provides therapeutic dietary counseling and nutritional assessments for medically high-risk clients, such as in prenatal and pediatric clinics.
- Provides nutrition counseling services to Intermediate Care Facilities or other outside agencies.
- Conducts in-services, presentations, and provides consultation on nutrition topics to groups and organizations.
- Develops menus for regular and therapeutic diets for patients or residents of a facility.
- Acts as Nutrition Education Liaison responsible for developing, implementing and evaluating the Nutrition Education Program.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of dietetics and
- Nutrition.
- Knowledge of nutrition and dietetics as applied to health care and disease.

- Knowledge of human anatomy and physiology as related to nutrition, includes function of the digestive system as a whole.
- Knowledge of effects of medications and other treatment modalities on diet, ability to eat, and nutritional status of the body. Nutrient drug interactions must be recognized and patients educated.
- Skill in interviewing medically high-risk clients, assessing their nutritional status and counseling them concerning nutrition.
- Skill in program management and coordination.
- Skill in conducting training in-services.
- Skill in reading and interpreting physicians' orders and verifying appropriate diet.
- Ability to establish and maintain effective working relationships with both professional and advocate or constituent groups.
- Ability to collect, analyze and evaluate data and technical information.
- Ability to communicate effectively, both orally and in writing.
- Ability to write goals and objectives in planning and developing broad range nutrition programs.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor Degree with at least 12 semester hours in nutrition from a regionally accredited college or university.

**Experience:** 1 to 2 years full-time or equivalent part-time paid experience related to Nutrition.

**Education & Experience Substitution:** Graduation from a Coordinated Undergraduate Program in dietetics, completion of an AP4 Program in nutrition or dietetic internship approved by the American Dietetic Association, or a graduate degree from an accredited college or university in a related field may be substituted for the required year of experience.

**Certificates, Licenses, Registrations:** None

#### **CLASS TITLE: Nutritionist 3**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform supervisory and/or administrative duties at the full performance level. Administrative duties include the responsibility for or assisting in the coordination of activities. They develop plans and execute policies for directing the work of others. They are responsible for interpreting program policies. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans and manages the work of nutrition staff; recruits and interviews support staff; conducts annual reviews of employee performance; plans and conducts conferences with staff.
- Develops, writes and implements policies and procedures for program administration.

- Assists with delegated administrative tasks, while under the direction of the agency Nutrition Director.
- Assesses staff training needs and plans and provides for continuing education opportunities.
- Designs, develops and produces nutrition education materials for distribution in a large geographic area or statewide.
- Reviews, prepares and compiles educational materials and public information releases for distribution throughout the region or state.
- Reviews and monitors staff activities for compliance with state and federal regulations.
- Develops, implements and evaluates in-services and training for staff.
- Provides technical expertise to nutrition professionals on nutrition and diet-related health problems.
- Participates in developing an operational plan for delivery of nutrition services in the regional area or statewide
- Reviews, monitors, and approves local nutrition education or breast-feeding plans at the state level.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of dietetics and nutrition as related to public health.
- Knowledge of the organization of public health services, food assistance and nutritional education resources.
- Knowledge of developments in the field of public health as related to nutrition.
- Knowledge of current state and federal regulations related to public health nutrition programs
- Ability to manage programs.
- Ability to work with various mass media.
- Ability to plan, organize and evaluate public health nutrition programs.
- Ability to supervise professional and support staff.
- Ability to establish and maintain effective working relationships with both professional and lay groups.
- Ability to collect, analyze and evaluate data and technical information.
- Ability to communicate effectively, both orally and in writing.
- Ability to create and develop educational and instructional materials.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor Degree with 12 semester hours in nutrition from a regionally accredited college or university.

**Experience:** 2 to 3 years of full-time or equivalent part-time paid experience related to Nutrition.

**Education & Experience Substitution:** Graduation from a Coordinated Undergraduate Program in dietetics, completion of an AP4 Program in nutrition or dietetic internship approved by the American Dietetic association, or a graduate degree from an accredited college or university in a related field may be substituted for one year of the required experience.

**Certificates, Licenses, Registrations:** None

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**CLASS TITLE: Nutrition Director****DISTINGUISHING CHARACTERISTICS:**

These positions perform complex administrative work at the advanced level in planning, organizing and directing nutrition programs and are responsible for the quality of nutrition services delivered. They develop plans and execute policies for directing the work of others. They are responsible for interpreting program policies. These positions supervise nutrition program staff and are responsible for developing, monitoring, and controlling budgets. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, directs and implements a complex public health nutrition program and nutrition education programs.
- Authorizes personnel actions for the nutrition staff; recruits and interviews nutrition Applicants.
- Determines needs of nutrition department or public health program for personnel, supplies and equipment.
- Develops and implements plans for meeting staffing and facility needs.
- Participates in the agency's strategic and operational planning, identifying programs and Services.
- Assesses nutrition and diet-related health problems and available resources to determine present and forecast future needs.
- Prepares, justifies and manages the nutrition program budget and administers the expenditure of allocated funds
- Participates in the design and implementation of agency management information systems and utilizes data to document, monitor and evaluate nutrition services on a regional basis.
- Analyzes and summarizes data and publishes program accomplishments for the agency's management staff and governing board through regular oral and written reports.
- Advises and collaborates with the agency health director, health officer, senior program directors and legislators who have a significant impact on the mission, programs and policies of the agency.
- Participates in developing agency health policy and assuring that food and nutrition-related issues are included.
- Reviews and comments on proposed regulations, legislation, guidelines and standards promulgated by federal, state and local legislative bodies and national organizations affecting nutrition services.
- Participates in developing, implementing, and monitoring standards for nutrition services on a regional basis.
- Makes long-range plans and regularly reviews staff activities and services being delivered regionally.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of dietetics and nutrition as related to public health
- Knowledge of the organization of public health services, food assistance and nutritional education resources.
- Knowledge of developments in the field of public health as related to nutrition
- Knowledge of current state and federal regulations related to public health nutrition programs.
- Ability to work with various mass media.
- Ability to prepare and execute program budgets.
- Ability to develop and evaluate nutrition education programs.
- Ability to plan, organize and evaluate public health nutrition programs.
- Ability to establish and maintain effective working relationships with both professional and lay groups.
- Ability to collect, analyze and evaluate data and technical information.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor Degree from a regionally accredited college or university.

**Experience:** 3 to 4 years full-time or equivalent part-time paid experience related to Nutrition.

**Education and Experience Substitution:** Graduation from a Coordinated Undergraduate Program in dietetics, completion of an AP4 Program in nutrition or dietetic internship approved by the American Dietetic Association, or a graduate degree from an accredited college or university in a related field may be substituted for one year of the required experience.

**Certificates, Licenses, Registrations:** None